INFORMATION AND LIBRARY NETWORK CENTRE
(An Autonomous Inter-University Centre of UGC)
Infocity, Gandhinagar

Date : 9th December, 2025

Subject: Schedule and Syllabus for post of Sr. Assistant against Advt.No.02/2025

Stages	Details of Test	Duration	Marks / Pattern	Date & Reporting Time	Venue
Tier-I	Written Test (A minimum qualifying 50% marks are required to be eligible for the skill test)	120 Minutes	100 MCQ	23.12.2025 (09.00 AM)	INFLIBNET Centre, Gandhinagar, Gujarat 382007
Tier-II	Skill Test/Other Test 1. Noting/Drafting in word. 2. Excel (Calculation and Formulas) 3. Preparation of PPT Slides.	40 Minutes	60 Computer based	23.12.2025	

Syllabus for Written Test: General English, Numerical ability, Reasoning, General awareness, Knowledge about INFLIBNET Centre, FR/SR, GFR 2017, Establishment & Administration, Conduct Rules 1964, CCA (CCA) Rules 1965, TA Rules, LTC Rules, Leave Rules, Pension Rules, HRA, GPF, NPS etc. RTI Act 2005, TDS, Tax matters etc;

Skill Test: The skill test on above topics shall be of qualifying in nature. The qualifying marks shall be 50%.

Instructions to the candidates:

1. Provisionally Eligible candidates are required to submit their required/missing documents/certificates shown against their name, before appearing in Written/Skill Test failing which they will not be allowed to appear in the Test;
2. Only eligible and provisionally eligible candidates are allowed to download admit card using their application id and password generated at the time of applying;
3. If the candidates, as per the uploaded list available on the website of the Centre, have not received the email intimation of Test may contact Centre on email: recruitment@inflibnet.ac.in immediately;
4. No interim correspondence will be entertained in this regard.
5. No TA will be paid for attending Test etc.

Administrative Officer (P&A)